

PACAFDIR90-213
BY ORDER OF THE COMMANDER, PACIFIC AIR FORCES
PACAF DIRECTORY 90-213
30 APRIL 2001
Command Policy
SAFETY INSPECTION CHECKLIST
OPR: HQ PACAF/SEFH (Maj David J. Borbely)
Certified By: HQ PACAF/SEF (Lt Col Eugene S. Ogilvie)
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This checklist is designed to verify that required Safety and Risk Management functions are being correctly accomplished at the wing and squadron level. It supports guidance found in the following: AFI 36-2833, 90-901, 91-202, 91-204, 91-205, 91-207, 91-301, 91-302; AFMAN 91-201; AFPDs 90-9, 91-2, 91-3; AFJI 91-206; AFPAMs 90-902, 91-210, 91-212, 91-216; PACAF Sup 1 to AFI 91-202, 91-204 and 91-301. Selective paragraphs of this directory do not apply to Air National Guard (ANG) or US Air Force Reserve units and members. This checklist will address specific safety responsibilities along with tasks to be performed, which are regulatory/instructional requirements.

The success of an overall safety program depends on the personal attention of commanders at all levels. As the wing commander's safety representative, the wing chief of safety (COS) is charged to ensure all areas of this checklist are integrated into all workcenters and complied with by personnel at all levels. This checklist can effectively help the COS understand the parameters of the wing's safety program and help squadron safety officers to assess their own units. Use it to prepare for higher headquarters staff assistance visits and Unit Compliance Inspections (UCI). NOTE: The ground safety discipline will be examined during ESOHCAMP inspections conducted by PACAF CE/SE/SG.

The items listed in this checklist do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this checklist in conjunction with annual internal evaluations. The objective is to identify deficiencies that diminish capabilities. Inspectors may add any items that they feel needs assessment and units can supplement this publication to add internal or unit compliance items.

SUMMARY OF REVISIONS

References to AFIs were changed to reflect updated titles. Changes in AFI 91-202 and 91-204 made since the last edition of this publication, 30 December 1999, were incorporated. The Wing and Squadron Ground Safety Program sections were deleted since this is now accomplished as part of ESOHCAMP inspections. The governing reference has been added to each inspection item. *New or revised material is indicated with an (*)*.

1. *Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.*

DONALD L. HARGARTEN, Colonel, USAF
Director of Safety

Attachment 1 SAFETY CHECKLIST

A1.1. CHIEF OF SAFETY (COS) AREAS

A1.1.1. PERSONNEL

*A1.1.1.1. Is the Chief of Safety (COS) qualified in a primary mission of the unit? (91-202, para 2.1.1.)

*A1.1.1.2. Is the COS a rated officer? (91-202, para 2.1.1.)

*A1.1.1.3. Has the COS completed or been scheduled to attend the Chief of Safety course at AFSC? (91-202, para 2.1.1.)

A1.1.2. ADMINISTRATIVE

*A1.1.2.1. Does the COS ensure a publications library is established to include DOD Standards and Handbooks, AF Policy Directives, Instructions, Pamphlets and T.O.s, AF Occupation Safety and Health Standards, National Fire Protection Association Codes, ANSI Standards, AFSP 91-1 *Flying Safety*, 91-2 *Road & Rec*, and 91-3 *Nuclear Surety and Weapons Safety Journal*? (When master publication and T.O. libraries are readily available on base and the SE office has web access to periodical libraries, they do not need to maintain a hard copy in the SE office.) (91-202, para 2.6.)

*A1.1.2.2. Are ALSAFECOM and ALMAJCOM messages logged, filed, distributed, and briefed? (91-202, paras 2.5.1.; 5.2.3.)

A1.1.3. MANAGEMENT

*A1.1.3.1. Does COS ensure that appointed wing safety personnel have at least 1 year retainability? (91-202, para 2.1.2., PACAF Sup 1, para 2.1.2.)

*A1.1.3.2. Are all safety disciplines (Flight, Weapons, and Ground) consolidated under the COS? (91-202, para 2.1.)

*A1.1.3.3. Does the COS manage a mishap prevention program? (91-202, para 2.1.1.)

*A1.1.3.4. Does the wing safety staff report directly to the Commander? (91-202, para 2.1.)

*A1.1.3.5. Do safety council meetings take place at appropriate intervals? (AFOSH council meetings quarterly, Flight Safety Council meetings at least once per half year, etc.) (91-202, para 2.7.1., PACAF Sup 1, para 2.7.3., AFI 91-301, para 14.1)

*A1.1.3.5.1. Are council minutes published and distributed to council members within 15 working days? (send a copy to PACAF/SE) (91-202/PACAF Sup 1, para 2.7.1.2.)

*A1.1.3.6. Are there quarterly flying safety meetings? (send a copy of meeting minutes to PACAF/SE) (91-202/PACAF Sup 1, para 5.4.6.1.)

*A1.1.3.7. Does the COS provide written inputs to squadron CCs for performance reports on squadron FSOs? (91-202/PACAF Sup 1, para 2.1.2.3.)

A1.1.4. INSPECTIONS

*A1.1.4.1. Has the COS established a safety inspection program? (91-202, para 3.1.)

*A1.1.4.2. Are all units inspected every 12 months? (91-202, para 3.1.)

*A1.1.4.3. Is a spot inspection program established to inspect high interest areas for each discipline? (91-202, paras 3.1.and 3.1.4.5, PACAF Sup 1, para 3.7.1.1.)

*A1.1.4.4. Are annual inspection reports forwarded to the unit commander and functional manager? (91-202, para 3.1.4.4.)

*A1.1.4.5. Is semiannual analysis conducted of applicable safety inspections, mishaps, deficiencies and hazard reports to identify problem areas and report significant findings to the commander and staff? (91-202/PACAF Sup 1, para 1.6.11.15.1.1.)

*A1.1.4.6. Are reviews accomplished of contracts (construction and services)? (91-202, para 1.6.12.2.; 91-202/PACAF Sup 1, para 1.6.11.15.1.3.)

*A1.1.4.7. Are reviews accomplished of aircraft parking plans to include deployments and exercises? (91-202/PACAF Sup 1, para 1.6.11.15.1.3.)

*A1.1.4.8. Do the COS and Airfield Management conduct a monthly "joint" inspection of all airfield facilities? (11-213, para 2.3.1.1.6., NOTE)

A1.1.5. MISHAP PREVENTION/INVESTIGATION/REPORTING

*A1.1.5.1. Does the COS supervise the mishap prevention program for the commander? (91-202, para 2.1.1.)

*A1.1.5.2. Has COS integrated an effective mishap prevention program for all the safety disciplines? (91-202, paras 1.6.11.15.; 1.6.13.6.)

*A1.1.5.3. Does COS accomplish and track recommendation action to all applicable Class C, HAP, HATR & Aeroclub mishaps and report them twice annually to PACAF/SE? (91-204/PACAF Sup 1, para 6.11.1.1.)

*A1.1.5.4. Is a Hazard Reporting Program established and publicized? (91-202, para 4.1.)

*A1.1.5.5. Are hazard reports promptly validated and individual notified within 10 days? (91-202, para 4.3.5.4.)

A1.2. SAFETY AWARDS PROGRAM

A1.2.1. RECOGNITION

*A1.2.1.1. Are individuals submitted for awards who have been identified as exceptional performers? (36-2833, para 2.2.1.)

*A1.2.1.2. Are AF level flight safety awards being submitted as applicable? (36-2833, para 2.2.3.)

*A1.2.1.3. Are annual award packages completed and submitted to PACAF by 1 Nov? (36-2833/PACAF Sup1, para 2.2.4.)

*A1.2.1.4. Does the wing have a safety award recognition program which complements the USAF Safety Awards Program? (36-2833, para 2.2.2.)

*A1.2.1.5. Are nomination packages developed IAW AFI 36-2833 and PACAF Sup 1 to AFI 36-2833? (36-2833/PACAF Sup 1, para 2.2.4.1.)

A1.3. WING FLIGHT SAFETY (SEF)

A1.3.1. FLIGHT SAFETY OFFICER (FSO) and FLIGHT SAFETY NCO (FSNCO)

*A1.3.1.1. Is the Wing Flight Safety Officer (FSO) a full time authorized position? (91-202, para 2.1.2.)

*A1.3.1.2. Is the FSO current in unit mission aircraft? (91-202, para 2.1.2.)

*A1.3.1.3. Has the FSO completed the AFSC FSO course and scheduled to fill the position for a minimum of 2 years (one year at remote bases)? (91-202, para 2.1.2.(PACAF Sup 1, para 2.1.2.))

*A1.3.1.4. Do the FSO and FSNCO monitor the following flight-related facilities/operations, airfield conditions and operations and maintenance? (91-202, para 7.3.)

*A1.3.1.4.1. Supervisor Of Flying (91-202, para 7.3.1.1.)

*A1.3.1.4.2. Runway supervision program (if applicable) (91-202, para 7.3.1.2.)

*A1.3.1.4.3. Life support facilities and training programs (91-202, para 7.3.1.3.)

*A1.3.1.4.4. Egress training (91-202, para 7.3.1.4.)

*A1.3.1.4.5. Foreign Object Damage (91-202, para 7.3.1.5.)

*A1.3.1.4.6. Airfield high interest areas (91-202, para 7.3.2.1.)

*A1.3.1.4.7. Airfield daily operations (91-202, para 7.3.2.2.)

*A1.3.1.4.8. Ramps and runways (91-202, para 7.3.2.3.)

- *A1.3.1.4.9. Airfield lighting systems (taxiways, overruns, stressed pavement areas and unstressed pavement areas immediately next to runways) (91-202, para 7.3.2.4.)
- *A1.3.1.4.10. Barriers and arresting gear (91-202, para 7.3.2.5.)
- *A1.3.1.4.11. Airfield obstructions (including obstacles on approach paths) (91-202, para 7.3.2.6.)
- *A1.3.1.4.12. Airfield markings (including runway markings, distance markings, taxi lines and so on) (91-202, para 7.3.2.7.)
- *A1.3.1.4.13. Airfield signs (including distance remaining, instrument hold, VFR hold, taxiway guidance and so on) (91-202, para 7.3.2.8.)
- *A1.3.1.4.14. Vehicle traffic control on or around the airfield and parking areas (91-202, para 7.3.2.9.)
- *A1.3.1.4.15. Wildlife hazards present on the airfield (91-202, para 7.3.2.10.)
- *A1.3.1.4.16. Low-level routes, weapons ranges and drop zones (91-202, para 7.3.3.1.)
- *A1.3.1.4.17. Unit and transient maintenance operations (91-202, para 7.3.3.2.)
- *A1.3.1.4.18. Aircraft generations, engine start and launch exercises (91-202, para 7.3.3.3.)
- *A1.3.1.4.19. Emergency-response equipment (including crash-rescue vehicles, ambulances, communications and crash-recovery equipment) (91-202, para 7.3.3.4.)
- *A1.3.1.4.20. Assigned and attached unit's flight facilities, briefings and meetings (91-202, para 7.3.3.5.)
- *A1.3.1.4.21. Snow removal plans and operations (91-202, para 7.3.3.6.)
- *A1.3.1.4.22. Aeroclub operations (if applicable) (91-202, para 7.3.3.7.)
- *A1.3.1.5. Does the FSO develop and review Emergency Response plans for: (91-202, para 7.4.)
- *A1.3.1.5.1. Disaster response required by AFI 32-4001 *Disaster Preparedness Planning and Operations* HAZMAT response required by AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance* (91-202, paras 7.4.1. and 7.4.2.)
- *A1.3.1.5.2. Response to aircraft in-flight emergencies (91-202, para 7.4.3.)
- *A1.3.1.5.3. Response to severe weather warnings (91-202, para 7.4.4.)
- *A1.3.1.5.4. Crash recovery plans (91-202, para 7.4.5.)
- *A1.3.1.5.5. Notifying and convening investigation boards (91-202, para 7.4.6.)
- *A1.3.1.5.6. Procedures for missing aircraft (91-202, para 7.4.7.)
- *A1.3.1.5.7. Procedures and training for extracting crew members from local and common transient aircraft (91-202, para 7.4.8.)
- *A1.3.1.6. Are the following flight-related facilities or operations monitored? (91-202, para 7.5.)
- *A1.3.1.6.1. Aircraft debriefing procedures? (91-202, para 7.5.1.)
- *A1.3.1.6.2. Aircraft marshaling, fueling, and towing procedures? (91-202, para 7.5.6.)
- *A1.3.1.6.3. Ground engine run procedures? (91-202, para 7.5.7.)
- *A1.3.1.7. Is a Flight Safety NCO (FSNCO) employed by the wing (not as an additional duty)? (91-202, para 2.1.7.; PACAF Sup 1, para 2.1.7.)
- A1.3.1.8. Does the FSNCO report directly to the FSO or COS? (91-202, para 2.1.7.)
- *A1.3.1.9. Does the FSNCO have either maintenance experience in unit assigned type aircraft or experience as a career safety person? (91-202, para 2.1.7.)
- *A1.3.1.10. Has the FSNCO completed the FSNCO or JEMIC course? (91-202, para 2.1.7.)
- *A1.3.1.11. Does SEF attend the following meetings?
- *A1.3.1.11.1. AOB (ATC) Board meeting? (91-202, para 7.12.)
- *A1.3.1.11.2. FOD Prevention Committee meeting? (91-202, para 7.12.)
- *A1.3.1.11.3. Stan/Eval and Training Review Board meeting? (91-202, para 7.12.)
- *A1.3.1.11.4. Aero club monthly meeting (if applicable)? (34-217, para 4.9.)

*A1.3.1.11.4.1. Is the wing FSO appointed by the commander as a safety advisor to the aero club? (91-202, para 7.8.)

A1.3.2. ADMINISTRATIVE

*A1.3.2.1. Are flight ALSAFECOM and ALMAJCOM messages logged, filed, distributed, and briefed? (91-202, paras 2.5.1.; 5.2.2.)

*A1.3.2.2. Does SEF maintain a continuity book on its operation?

*A1.3.2.2.1. Does the continuity book have current job description/duties?

*A1.3.2.3. Is SEF a member of the Safety Council and given an opportunity to discuss flight topics? (91-202/PACAF Sup 1, para 2.7.3.)

A1.3.3. EQUIPMENT

*A1.3.3.1. For flying units--does the safety staff have use of a two-way radio-equipped vehicle? (91-202, para 2.4.1.)

*A1.3.3.2. Are investigation kits with contents as recommended in AFP 127-1, Chpt 2 maintained? (91-202, para 2.4.3.)

A1.3.4. INSPECTIONS

*A1.3.4.1. Are all flight related work areas inspected at least once a year, except as otherwise directed? (91-202, para 3.1.)

*A1.3.4.2. Are units to be inspected given 30 days written notice prior to the annual inspection? (91-202/PACAF Sup 1, para 3.1.4.1.)

*A1.3.4.3. Are the checklists used approved by the COS? (91-202/PACAF Sup 1, para 3.1.4.3.)

*A1.3.4.4. Are inspection discrepancies annotated and follow-up action completed? (91-202, para 3.1.4.4.; PACAF Sup 1, para 3.1.4.4)

*A1.3.4.5. Are suspense dates set for discrepancy completion? (91-202/PACAF Sup 1, para 3.1.4.4.)

*A1.3.4.6. Are inspections scheduled so they do not exceed 12 months from prior inspection date? (91-202/PACAF Sup 1, para 3.1.4.1.)

*A1.3.4.7. Are annual inspections reported in writing to the unit commander? (91-202, para 3.1.4.4.)

*A1.3.4.7.1. For tenant units--is a copy of the report sent to the parent safety office? (91-202, para 3.1.4.4.)

*A1.3.4.8. Are spot inspections conducted at all flight work areas periodically? (91-202, para 3.7.1.)

*A1.3.4.9. Are open spot inspection discrepancies annotated and followed to completion? (91-202, para 3.7.1.)

*A1.3.4.10. Does SEF complete a self-inspection?

A1.3.5. MISHAP INVESTIGATION and REPORTING

*A1.3.5.1. Does the wing have a mishap response plan? (AFI 32-4001, para A3.4.5.1.)

*A1.3.5.1.1. Does the plan address responsibilities, notification, and initial response investigation?

*A1.3.5.1.2. Is the plan updated with current contacts and phone numbers?

*A1.3.5.2. Are potential mishap investigation board members identified and trained? (91-204, para 4.4.1.1.; 91-202/PACAF Sup 1, para 7.6.1.)

*A1.3.5.2.1. Do the potential members receive refresher training at least once a year? (91-202/PACAF Sup 1, para 7.6.1.)

*A1.3.5.2.2. Is this list of potential board members forwarded to PACAF/SEF and NAF/SE as changes occur?

*A1.3.5.3. Are aircraft mishaps fully investigated and reported IAW AFI 91-204, Ch 4, 5, and 7?

*A1.3.5.3.1. Are the mishaps thoroughly analyzed in the reports? (91-204, para 4.1.1.1.)

*A1.3.5.3.2. Do causes/recommendations address the appropriate corrective action? (91-204, paras 5.9. and 5.10.)

*A1.3.5.3.3. Are recommendations to Class C mishaps being logged and tracked to completion?

*A1.3.5.4. Are identified flight hazards being aggressively reported, tracked and resolved?

*A1.3.5.5. Are the following reporting forms readily available?

*A1.3.5.5.1. Hazard forms, AF Form 457? (91-202, para 4.5.)

*A1.3.5.5.2. HATR forms, AF Form 651? (91-202, para A3.2.2.2.)

*A1.3.5.5.3. BASH forms, AF Form 853?

A1.3.6. MISHAP PREVENTION AND DATA ANALYSIS

*A1.3.6.1. Are incoming messages and mishap reports reviewed for pertinent or useful information?

*A1.3.6.1.1. Is this information being disseminated in an effective and timely manner?

*A1.3.6.1.2. If necessary, are messages/reports sanitized before dissemination? (91-202, para 5.1.2.)

*A1.3.6.2. Does SEF brief all required personnel annually on privileged information and proper handling? (91-202, para 5.1.1.)

*A1.3.6.3. Is the wing conducting a quarterly safety meeting? (91-202/PACAF Sup 1, para 5.4.6.1.)

*A1.3.6.4. Is Blue 4 News being received and disseminated monthly? (91-202, para 5.3.2.1.)

*A1.3.6.5. Is the Flying Safety magazine being received and disseminated? (91-202, para 5.3.2.6.)

*A1.3.6.6. Are safety bulletin boards current, neat and of interest to target the audience?

*A1.3.6.7. Are appropriate metrics being used to measure mishap prevention? (91-202, para 5.9.)

*A1.3.6.7.1. Has SEF developed a mishap analysis program to evaluate statistics and identify trends? (91-202, para 5.5.)

*A1.3.6.8. Are quarterly flight data reports produced and forwarded to PACAF/SEF? (PACAF SEF email dated 30 Aug 00)

*A1.3.6.9. Are semi-annual reports of wing mishap recommendations submitted to NAF and PACAF/SE?

*A1.3.6.10. Has the wing developed a sound Operational Risk Management (ORM) implementation and sustainment program? (AFPD 90-9, para 5.5.2.)

A1.3.7. BIRD AIRCRAFT STRIKE HAZARD PROGRAM (BASH)

*A1.3.7.1. Does the base have a BASH program, coordinated with other base agencies? (91-202, para 7.11.2.)

*A1.3.7.1.1. Does the BASH program meet with command operational requirements? (91-202, para 7.11.1.4.1.)

*A1.3.7.1.2. Has a plan been developed that lists responsibilities and procedures for bird control? (91-202, para 7.11.2.)

*A1.3.7.1.3. Are procedures for changing declared Bird Watch condition in the BASH plan realistic? (91-202, para 7.11.1.4.4.)

*A1.3.7.2. Has a Bird Hazard Working Group (BHWG) been established with the wing vice CC as the chairman? (91-202, para 7.11.1.4.3.)

*A1.3.7.2.1. Are BHWG minutes being maintained? (91-202, para 7.11.1.4.3.)

*A1.3.7.3. Is documentation maintained on local bird problems, mission impact, and possible solutions? (91-202, para 7.11.2.)

*A1.3.7.4. Are plans coordinated with state or local national agencies to reduce any identified bird hazards, if required? (91-202, para 7.11.2.1.)

*A1.3.7.5. Are effective measures taken to detect/deter presence of wildlife near sensitive areas?

*A1.3.7.6. Are all necessary measures, including lethal means, being taken to disperse wildlife hazards?

*A1.3.7.7. Are all damaging and non-damaging bird strikes reported? (AFI 91-204, para 7.4.7.1.)

*A1.3.7.8. Does the BASH program incorporate host nation support and regulations, if applicable, and ensure the spirit of AFI 91-202? (91-202, para 7.11.2.2.)

A1.3.8. MID-AIR COLLISION AVOIDANCE PROGRAM (MACA)

- *A1.3.8.1. Does SEF aid the OG/CC and AOF/CC to ensure a MACA program is established? (91-202/PACAF Sup 1, para 7.10.)
 - *A1.3.8.2. Is the MACA plan tailored to meet the local needs? (91-202, para 7.10.)
 - *A1.3.8.2.1. Is the FAA accident prevention specialist (FSDO) included in wing flight safety meetings at least annually (if applicable)? (91-202/PACAF Sup 1, para 7.10.11.2.)
 - *A1.3.8.3. Does the wing produce a MACA pamphlet? (91-202, para 7.10.9.)
 - *A1.3.8.3.1. Is the MACA pamphlet current and reviewed annually? (91-202/PACAF Sup 1, para 7.10.11.1.)
 - *A1.3.8.3.2. Does pamphlet provide air traffic routes and information for both on and offbase? (91-202/PACAF Sup 1, para 7.10.11.1.)
 - *A1.3.8.3.3. Does pamphlet promote increased use of radar services by civil aircraft near the base? (91-202/PACAF Sup 1, para 7.10.11.1.)
 - *A1.3.8.3.4. Are pamphlets distributed to local airfields, FBOs, and at airshows, etc. (if applicable)? (91-202/PACAF Sup 1, para 7.10.11.1.)
 - *A1.3.8.3.5. Does pamphlet include depictions of Military Operating Areas and Military Training Routes? (91-202/PACAF Sup 1, para 7.10.11.1.)
 - *A1.3.8.3.6. Does pamphlet include information on military aircraft and specific speeds/altitudes? (91-202/PACAF Sup 1, para 7.10.11.1.)
 - *A1.3.8.4. Does base ops flight-planning room contain information and a map of the local traffic pattern? (91-202, para 7.10.4.)
 - *A1.3.8.5. Do NOTAMs include information concerning MTR activity? (91-202/PACAF Sup 1, para 7.10.11.4.)
- #### **A1.3.9. HAZARDOUS AIR TRAFFIC REPORT PROGRAM (HATR)**
- *A1.3.9.1. Does SEF monitor the HATR program? (91-202, para 7.7.)
 - *A1.3.9.2. Are HATRs reported and logged? (91-202, para A3.5.1.3.)
 - *A1.3.9.3. Are HATR recommendations tracked to completion? (91-202, para A3.5.1.4.)
 - *A1.3.9.4. Is the HATR originator's unit notified of corrective action taken or recommended? (91-202, para A3.5.1.3.)

A1.4. SQUADRON FLIGHT SAFETY OFFICES

A1.4.1. SQUADRON PERSONNEL

- *A1.4.1.1. Is the squadron FSO qualified in unit aircraft at the MR level? (91-202/PACAF Sup 1, para 2.1.2.3.)
- *A1.4.1.2. Does FSO report directly to the squadron commander? (91-202/PACAF Sup 1, para 2.1.2.3.)
- *A1.4.1.3. Is the FSO exempt from additional duties? (91-202/PACAF Sup 1, para 2.1.2.4.)
- *A1.4.1.4. Is local training for unit FSOs conducted by wing SEF?

A1.4.2. ADMINISTRATIVE

- *A1.4.2.1. Are ALSAFECOM and ALMAJCOM messages logged, filed, distributed and briefed? (91-202, para 5.2.3.)
- *A1.4.2.2. Does Squadron FSO maintain a continuity book on its operation?
- *A1.4.2.2.1. Is the continuity book current with letter of appointment, goals and job description/duties?
- *A1.4.2.3. Does Sq FSO maintain flight safety magazines (could be part of admin files)? (91-202, para 5.3.2.)

A1.4.3. INSPECTIONS

- *A1.4.3.1. Are all flight related work areas inspected at least once a year, except as otherwise directed? (91-202, para 3.1.)
- *A1.4.3.2. Are the checklists used approved by wing SEF? (91-202, para 3.1.4.3.; PACAF Sup 1, para 3.1.4.3.)
- *A1.4.3.3. Are inspection discrepancies annotated and follow-up action completed? (91-202, para 3.1.4.4.; PACAF Sup 1, para 3.1.4.4.)
- *A1.4.3.4. Are suspense dates set for discrepancy completion? (91-202/PACAF Sup 1, para 3.1.4.4.)
- *A1.4.3.5. Are inspections scheduled so they do not exceed 12 months from prior inspection date? (91-202/PACAF Sup 1, para 3.1.4.1.)
- *A1.4.3.6. Are annual inspections reported in writing to the unit commander? (91-202, para 3.1.4.4.)
- *A1.4.3.7. Are spot inspections conducted at all flight work areas periodically? (91-202, para 3.7.1.)
- *A1.4.3.8. Does SEF complete a self-inspection?

A1.4.4. **MISHAP PREVENTION/INVESTIGATION/REPORTING**

- *A1.4.4.1. Does squadron FSO assist wing SEF with unit mishap investigations? (91-202/PACAF Sup 2.1.2.2.)
- *A1.4.4.2. Are the following reporting forms readily available?
 - *A1.4.4.2.1. Hazard forms, AF Form 457? (91-202, para 4.5.)
 - *A1.4.4.2.2. HATR forms, AF Form 651? (91-202, para A3.2.2.2.)
 - *A1.4.4.2.3. BASH forms, AF Form 853?
- *A1.4.4.3. Are incoming messages and mishap reports reviewed for pertinent or useful information? (91-202, para 5.1.)
 - *A1.4.4.3.1. Is this information being disseminated in an effective and timely manner? (91-202, para 5.1.)
 - *A1.4.4.3.2. If necessary, are messages/reports sanitized before dissemination? (91-202, para 5.1.2.)

*A1.4.5. **MANAGEMENT**

- *A1.4.5.1. Does squadron FSO assist wing SEF in the overall management of the flight safety program? (91-202/PACAF Sup 1, para 2.1.2.2.)
- *A1.4.5.2. Does FSO brief all required personnel annually on privileged information and proper handling? (91-202, para 5.1.1.)
- *A1.4.5.3. Is squadron FSO given the opportunity to brief information at least monthly to the squadron? (91-202/PACAF Sup 1, para 5.4.6.1.)
 - *A1.4.5.3.1. Are required personnel attending or have access to squadron safety meeting minutes? (91-202/PACAF Sup 1, para 5.4.6.1.)
- *A1.4.5.4. Is Blue 4 News being received and disseminated monthly? (91-202, para 5.3.2.)
- *A1.4.5.5. Is the Flying Safety magazine being received and disseminated monthly? (91-202, para 5.3.2.)
- *A1.4.5.6. Are safety bulletin boards current, neat and of interest to target the audience?
- *A1.4.5.7. Has squadron developed a sound Operational Risk Management (ORM) program? (AFPD 90-9 5.5.1)

A1.5. WING WEAPONS SAFETY PROGRAM

A1.5.1. **MANAGEMENT** (Are systems and procedures established that ensure):

- *A1.5.1.1. Additional duty weapons safety officer/NCOs (ADWSO) at the unit are appointed and trained? (91-202/PACAF Sup 1, paras 10.1.1.1., 6.2.)
- *A1.5.1.2. Initial coordination and annual review on all local written procedures impacting weapons safety? (91-202, paras 10.4.6., 10.4.8., 10.10.2.)

*A1.5.1.3. Mishaps reported in a timely manner? (30 days-Class D, 5 days-Class C, 8 hrs-Class A/B) (91-202, para 1.6.11.12.)

*A1.5.2. **INSPECTIONS** (Are systems and procedures established that ensure):

*A1.5.2.1. Annual inspections are performed on all units that store, handle, or transport munitions? (Except as otherwise directed IAW AFMAN 91-201.) (91-202, para 3.1.)

*A1.5.2.2. High interest areas are inspected monthly? (Areas are determined locally) (91-202, para 3.1.)

*A1.5.2.3. Spot inspections cover all areas that impact weapons safety? (Not limited to locations, but should include operations, training, written procedures, etc.) (91-202, para 3.1.)

*A1.5.2.4. Inspection checklists are developed, maintained, and provided to the customer? (91-202/PACAF Sup 1, para 3.1.4.3.)

*A1.5.2.5. Follow-up inspections of open discrepancies are accomplished to ensure adequate closure? (91-202/PACAF Sup 1, para 3.1.4.4.)

A1.5.3. **EXPLOSIVES SITING, LICENSING, AND EXCEPTIONS** (Are systems and procedures established that ensure):

*A1.5.3.1. SEW is involved in the planning process of those facilities being modified or constructed within the explosive clear zone? (Attendance at Facility Utilization Board meetings and strong interaction with the base Community Planner should be evident.) (91-202, para 10.4.8., PACAF Sup1, para 10.5.1.)

*A1.5.3.2. CE reconciles all explosive site plans with the base comprehensive plan to ensure future construction is included in the siting? (AFMAN 91-201, para 4.11.3.6.)

*A1.5.3.3. Explosive clear zones are identified on the C-1, D-8, E-9, and M3 or the CAD equivalent maps as applicable, and updated annually? (91-202, para 10.4.11., AFMAN 91-201, para 4.15.1)

*A1.5.3.4. Wing commanders are advised of existing waivers, exemptions, and deviations? (91-202, para 10.4.9., PACAF Sup 1, para 10.4.9.)

*A1.5.3.5. Explosive locations are sited or licensed for valid needs and quantities? (AFMAN 91-201, para 2.35)

*A1.5.3.6. Do all explosive operations or locations have AF/DoD explosive site plan approval by NLT 31 Dec 2004? (Formerly Base Line Site Plans.) (HQ USAF/SE Memo 13 Oct 98)

*A1.5.3.7. SEW coordinates on all OPLANs, OPORDs and local directives involving the storage, handling and inspection of explosives? (91-202, para 10.4.8.)

A1.5.4. **EDUCATION, TRAINING, AND AWARENESS** (Are systems and procedures established that ensure):

*A1.5.4.1. SEW evaluates weapons safety training, approves lesson plans, and reviews them annually? (91-202, para 10.10.2.)

*A1.5.4.2. Mishap prevention crosstell is distributed to applicable units? (91-202, para 1.6.11.4)

*A1.5.4.3. Lesson plans are tailored to the specific duties and weapons systems involved? (91-202, para 10.10.2)

*A1.6. **WING GROUND SAFETY PROGRAM** - Ground checklist incorporated into CE ESOHCAMP checklist--see PACAF SEG webpage (<http://www.hickam.af.mil/PACAF/SE/Limited/Ground/gndse.htm>).

*A1.7. **SQUADRON GROUND SAFETY PROGRAM** - Ground checklist incorporated into CE ESOHCAMP checklist--see PACAF SEG webpage (<http://www.hickam.af.mil/PACAF/SE/Limited/Ground/gndse.htm>).

***Attachment 2**
GLOSSARY OF ACRONYMS

Acronyms

AFOSH	Air Force Occupational and Environmental Safety, Fire Protection, and Health
BE	Bioenvironmental Engineer
COS	Chief of Safety
*ESOH CAMP	Environmental, Safety and Occupational Health Compliance Assessment and Management Program
FSO	Flight Safety Officer
GSU	Geographically Separated Unit
JSA	Job Safety Analysis
LSC	NFPA 101, Life Safety Code
NEC	NFPA 70, National Electrical Code
NSC	National Safety Council
NFPA	National Fire Protection Association
OHA	Operational Hazard Analysis
ORM	Operational Risk Management
OSH	Occupational Safety, Fire Prevention, and Health
OSHA	Occupational Safety and Health Administration
Q-D	Quantity Distance
RAC	Risk Assessment Code